



JAMES E. DAVIS
Acting County Assessor

NASSAU COUNTY
DEPARTMENT OF ASSESSMENT
240 Old Country Road
Mineola, New York 11501

Owner: February 29, 2016

Filing your Annual Survey of Income and Expense (2015 ASIE)

Property Address:

S/B/L:
TAX CLASS:

Dear Property Owner:

As the owner of an income-producing property in Nassau County, you are required to file and submit annually to the Nassau County Department of Assessment a **certified statement** of all income derived from, and all expenses attributable to, the operation of such property. This statement is commonly referred to as the Annual Survey of Income and Expense ("ASIE").

Your 2015 ASIE filing is due on or before **April 1, 2016**. Please be certain to sign the mandatory certification upon your submission of the ASIE filing.

All submissions made **before** April 1, 2016 should be done either by printing and completing the ASIE forms or, alternatively, by using the ASIE fillable forms found on the website listed below. All completed documents should be returned through email or regular mail. Submissions **on** April 1, 2016 *must* be filed electronically.

The instructions for the filing of the 2015 ASIE are located on the Department of Assessment website www.nassaucountyny.gov/asie. Both the Nassau County Administrative Code Section 6-30.0 entitled "*Requirement to furnish income & expense statements*" and the "*Rules for Income and Expense Statements*" can also be viewed on this website.

Should you have any questions, please contact the ASIE Division at (516) 571-0996 or email ASIE@nassaucountyny.gov.

Thank you for your compliance.

Sincerely,

A handwritten signature in black ink, appearing to be "J. Davis", is written over a horizontal line.

James E. Davis
Acting County Assessor